



No. AUD/1-12/Quotation for HP-Xerox Toner/2011-12/

December 30, 2011

To

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Subject: Quotation Calling for Purchase of Toners/ Cartridges in Printers

Sir,

Ambedkar University Delhi- 110077 (AUD) requires following Toners/ Cartridges for use in printers from time to time.

S N .	Specifications	Part No.	Unit Price	Tax	Total Amount Inclusive of All taxes
1.	HP 36 A	CB436A			
2.	HP 12A	Q2612A			
3.	HP 05A	CE505A			
4.	HP 51A	Q7551A			
5.	HP XL-940	C4900A(Black/Yellow) C4901A(Cyan/Magenta)			
6.	HP XL-88	C9381A(Black/Yellow) C9382A(Cyan/Magenta)			
7.	Cartridges for Printer Model Xerox Work Centre 3210/3220	106R01486			
8.	Toner/Cartridges for Xerox Workstation Model No. 5755	006R01046			

For these Toner/Cartridges, It is proposed to enter into contract for a period of one year from the date of contract with genuine/ reputed/authorised(OEM) suppliers for supplying these items on the following terms and conditions:-

1. Supplier may quote their unconditional **rates per item/unit** strictly as per list enclosed. Cutting/ overwriting, if any should be countersigned by the tenderer.
2. The supplier will be responsible for delivery of the goods in good condition in the store of the AUD at his own risk and cost.
3. The owner/ firm should be available on telephone and also on mobile so as to enable this university to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be given.
4. The quantities of the items have not been specified, as the purchase is not confined to a Single lot. It will spread over the period mentioned above and quantity to be purchased at a time will depend upon the requirement.

5. All the items mentioned in the list should be genuine, of export quality and of the specified branded company. If the material supplied is found to be of substandard quality, the same will be returned and the AUD will not be responsible for any loss to the concerned supplier for such supply. Moreover, **such suppliers may be penalized including blacklisting of the concerned firm by AUD.** Supplier must be submit the copy of **Authorisation Certificate** from the manufacturer of Printer cartridges.
6. AUD reserves the right to terminate the contract at any time without assigning any reason during the period of contract.
7. As the requirement of the AUD is of urgent nature, if the services of supplier are found unsatisfactory or he is not able to supply the goods immediately, the job will be entrusted to any other firm/party at the risk of defaulting supplier. The suppliers will have to satisfy the AUD that the supplies will be made immediately.
8. A photocopy of the PAN Card of the firm should also be furnished. **The quotation submitted without a photocopy of the PAN Card of the firm shall be summarily rejected.**
9. The vendor, who declines to supply any item at contracted price, will be **bared from entering into any contract in future.**
10. Please ensure to make a specific mention in your quotation to the effect that the terms and Conditions mentioned above are acceptable to your firm in full. They may also mention that the rates quoted by them will be valid for one year from the date of entering into contract.
11. AUD reserves the right to accept or reject any or all the quotation(s) in full or part without assigning any reason. The decision of the AUD in this regard shall be final and binding on all. It shall not be obligatory on the part of the AUD to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any vendor.
12. If there is any downward revision or decreasing in prices, your firm is to intimate the AUD regarding change in the prices in the immediately and have to pass on the benefit to us, failing which the rate contract may be cancelled.
13. Vendors shall not be permitted to alter or modify their quotations after expiry of the deadline for receipt of quotations.
14. Please ensure to make a specific mention in your quotation to the effect that the terms and conditions mentioned above are acceptable to your firm in full.

If the above terms and conditions are acceptable, quotations in a sealed cover super scribed "QUOTATION FOR PURCHASE OF TONERS/ CARTRIDGES" may be submitted in the office of the Registrar, Ambedkar University, Delhi- 110077 latest by 16th January, 2012 upto 11.00 A.M. Quotations

(Sucha Singh)
Assistant Registrar (Admin)